

KANSAS PALLIATIVE CARE AND QUALITY OF LIFE INTERDISCIPLINARY ADVISORY COUNCIL BYLAWS

January 2020

I. Name

The name of the council shall be the Kansas Palliative Care and Quality of Life Interdisciplinary Advisory Council (KPC-QOL Advisory Council)

II. Introduction

The KPC-QOL Advisory Council was created by the Kansas Legislature in 2018.

III. Purpose

Consistent with K.S.A 65-1260 and K.S.A. 65-1261, the purpose of the KPC-QOL Advisory Council is to develop recommendations and advise the Kansas Department of Health and Environment (KDHE) on matters related to the establishment, maintenance, operation, and outcomes evaluation of palliative care initiatives in the state.

IV. Council Membership

1. Pursuant to K.S.A.65-1260, there will be 13 members of the KPC-QOL Advisory Council:
 - Two members appointed by the Governor;
 - Two members appointed by the Speaker of the House of Representatives
 - One member appointed by the Minority leader from the House of Representatives
 - Two members appointed by the President of the Senate
 - One member appointed by the Minority Leader of the Senate
 - One member appointed by the Secretary of KDHE
 - One member appointed by the Secretary for Aging and Disability Services
 - One member of the House Committee on Health and Human Services appointed by the Chair of the House Committee on Health and Human Services
 - One member appointed by the Majority Leader of the House of Representatives, and
 - One member of the Senate Committee on Public Health and Welfare appointed by the Chair of the Senate Committee on Public Health and Welfare.

2. Additional Qualifications:

- Members shall be individuals with experience and expertise in interdisciplinary palliative care medical, nursing, social work pharmacy and spiritual guidance.
- Council members shall include health care professionals having experience in a variety of inpatient, outpatient and community settings.
- Two members shall be Board-Certified Hospice and Palliative medicine physicians or nurses.
- At least one member shall be a patient or caregiver.

V. Terms

Members of the KPC-QOL Advisory Council shall serve for three years, with the option to serve a second term.

VI. Compensation

By state law, members of the KPC-QOL Advisory Council will serve without compensation except for actual and necessary expenses incurred in the performance of their duties.

VII. Meetings of the KPC-QOL Advisory Council

1. General meetings.

The KPC-QOL Advisory Council will meet in person least twice annually. Teleconference for those who cannot attend in person will be available. If unable to attend an in-person Council meeting or call in, prior notice to KPC-QOL Advisory Council Chair, vice chair, or KDHE must be given. Two consecutive missed meetings may result in dismissal from the Council.

2. Other meetings.

Additional meetings, including work group meetings, may be called by the KPC-QOL Advisory Council chair, vice chair, work group leader or KDHE liaison.

3. Meeting leadership.

The KPC-QOL Advisory Council chair, vice chair or designee will lead general meetings. Work group chairs will lead work group meetings.

4. Meeting notice.

Notice of any meetings (date, time, and location) will be provided by the KPC-QOL Advisory Council chair, vice chair, or KDHE liaison to members at least 15 days prior to the meeting. Notice will be provided electronically at the address provided by the member. The agenda will be distributed no later than 3 days prior to the meeting. Minutes will be recorded, filed, and distributed to members by the KPC-QOL Advisory Council chair, vice chair, or KDHE liaison. The agenda and minutes will be posted on the KDHE website with open access in compliance with the Kansas open meeting law.

5. Quorum.

A quorum for a KPC-QOL Advisory Council meeting shall be representation in person or virtually by 50% plus 1.

6. Voting.

Each KPC-QOL Advisory Council member shall have one vote. Matters shall be decided by the vote of a majority of the members present at a meeting for which there is a quorum.

VIII. Elected Positions

1. Elections.

The KPC-QOL Advisory Council shall elect its chair and vice chair at the first meeting of the KPC-QOL Advisory Council and every two years thereafter. KPC-QOL Advisory Council members interested in running for a vacant position will indicate their intention to run. KPC-QOL Advisory Council members will vote for a chair and vice chair during a general meeting.

2. Terms.

The chair and vice chair will serve a two year term of office.

3. Chair.

The KPC-QOL Advisory Council chair will provide leadership to the KPC-QOL Advisory Council with the support of the vice chair. The chair's responsibilities include the following:

- a. Facilitate and moderate the meeting,
- b. Assure all items on agenda are addressed,
- c. Assure all members are heard and have their concerns addressed,
- d. Move the meeting along in a timely manner, and
- e. Facilitate the KPC-QOL Advisory Council in such a manner to assure the duties of the Council are being carried out.

4. Vice Chair.

The KPC-QOL Advisory Council vice chair will support the chair in an as needed basis. The vice chair will lead meetings at which the chair is not present. The vice chair will participate in general meetings and contribute to its agenda.

5. Termination.

The KPC-QOL Advisory Council may choose to terminate the chair or vice-chair by majority vote at any general meeting.

6. Vacancy.

A vacancy in the chair or vice chair positions prior to the conclusion of the term of office will be filled by a vote of the KPC-QOL Advisory Council. The newly elected chair or vice chair will begin their term of service at the time of election.

IX. Work Groups

The KPC-QOL Advisory Council may establish work groups or other teams as it deems necessary to accomplish its duties. The establishment of a work group may be proposed by any KPC-QOL Advisory Council member and put forward for a vote at a general meeting by the chair. Work groups may draw on the expertise of non-council members.

1. Termination.

Work groups or other teams may be terminated by a majority vote of the members following the completion of their task or if no longer needed.

2. Recommendations.

Any recommendations, reports and/or products developed by such work groups that are outside of their delegated authority will be submitted to the general KPC-QOL Advisory Council for approval prior to dissemination.

X. Conflict of Interest

1. Declaration.

On any matter brought to a vote of the KPC-QOL Advisory Council, members with a personal or organizational financial conflict of interest between the interests of the KPC-QOL Advisory Council and the member will be responsible to declare such conflict. Members shall annually complete and sign a conflict of interest form.

No KPC-QOL Advisory Council member shall participate in the selection, award, or administration of any contract or grant when a real or apparent conflict of interest (personal or financial) is involved.

Under no circumstances will KDHE or any other State Agency consider contracting with a KPC-QOL Advisory Council member for the performance of professional services.

Council members who violate these standards may, depending on the severity of the violation, be subject to admonishment or removal from the KPC-QOL Advisory Council, in addition to legal penalties that may apply.

2. Vote.

The chair and/or vice chair will preside over any vote on the issue about which the conflict has been declared.

XI. Amendments to the Bylaws

These bylaws will be adopted by a majority vote of the KPC-QOL Advisory Council members. The bylaws may be amended at a general meeting of members by majority vote. They will be reviewed every two years.

XII. Role of Kansas Department of Health and Environment Palliative Care Program Manager (Program Manager) within the PC-QOL Advisory Council

1. The Program Manager may attend any KPC-QOL Advisory Council or work group meetings as necessary or as requested by the Council.

2. The Program Manager shall provide administrative support necessary to facilitate the effective operations of the KPC-QOL Advisory Council, and act as a liaison with the Secretary of Kansas Department of Health and Environment.

XIII. Non-Voting Support/Advisory Members

- 1. *Ex-Officio:* Agency secretary, deputy secretaries, Office of the Secretary Staff, division directors, and bureau directors may serve on the KPC-QOL Advisory Council as ex-officio members. Ex-officio members shall not have any voting rights on any issue before the KPC-QOL Advisory Council.
- 2. *All other agency staff:* With supervisory approval, previous KPC-QOL Advisory Council members and any interested staff (e.g. a subject matter expert from the Legal Office) may attend meetings and provide input as nonvoting members.

CERTIFICATION

These bylaws were approved at a meeting of the KPC-QOL Advisory Council by a simple majority vote on _____.

_____	_____
Kansas Palliative Care Program – KPC-QOL Advisory Council Chair	Date

_____	_____
Kansas Palliative Care Program – Program Manager	Date